

ULFA JOB ACTION POLICY

PREAMBLE

The authority to manage the collective bargaining process on behalf of its Members is delegated to the Executive Committee by ULFA Bylaws, in compliance with any applicable legislation. The authority to accept or reject a negotiated collective agreement or to authorize strike action, however, rests solely with the membership.

Job Action is never an end in itself. But it is nevertheless prudent to prepare for the event of a job action. The Board of Governors has control over whether or not a lockout takes place and ULFA's membership has control over the decision to go on strike through a strike vote. This policy will focus on job action when it is initiated by ULFA in the form of a strike and will often refer to strikes throughout, though many of these principles and procedures will apply during the event of any type of job action.

All Members will participate in job action other than those who meet the requirements for exceptional cases as identified herein. All Members are required to withhold their labour, including their presence in the workplace, from the University of Lethbridge campuses in Lethbridge and Calgary, throughout the duration of the job action, except as delineated below for essential services and other purposes.

ULFA is a member of the CAUT Defence Fund, which provides limited pay to Members during job action starting on the fourth day of the job action. The CAUT Defence Fund also provides a loan to ULFA to cover costs associated with job action and a fund to support benefits.

In addition to the CAUT Defence Fund, ULFA has a local Lockout/Strike Preparedness Fund that will be used to cover part of the Members' Job Action Pay, including the first three days of the job action, payment of Board and Member benefit premiums using the provision of B.14 of the Academic Staff Collective Agreement (ASCA) and Article 155 of the Alberta *Labour Relations Code* (R.S.A 2000, Chapter L-1), as well as supplementary costs of office relocation, rental of additional equipment and services, purchase of job action related supplies, and other relevant expenses. It is the ultimate intention of this local Fund to supplement the CAUT Defence Fund pay to Members to offset some of the loss of income. All Members receive the same strike pay regardless of their University Salary. Strike pay and includes core benefits as defined in the ASCA for eligible Members.

In the beginning of each bargaining year, this policy shall be reviewed by the ULFA Executive, who shall make recommendations to the Membership regarding this policy.

A. Definitions

- A.1. **Job Action** shall mean any authorized temporary action undertaken by ULFA or the Board as a means to end a labour dispute. For the purpose of this policy, job action

may include, but is not limited to, a lockout and a strike, and shall refer to both unless specifically stated otherwise.

- A.2. **Job Action Committee** shall mean the regulatory committee tasked with fulfilling the logistical duties associated with conducting job action.
- A.3. **Job Action Headquarters** shall mean the temporary office in which ULFA establishes itself during the time of job action.
- A.4. **Strikebreaking Actions** shall mean any action that undermines the integrity of the job action. Strikebreaking actions may include, but are not limited to, crossing the picket line without obtaining prior approval or otherwise not participating in the job action.
- A.5. **Job Action Pay** shall mean pay provided to ULFA Members for performing Job Action Duties (or to Members with an approved exemption from performing Job Action Duties).

B. Job Action Principles:

- B.1. The purpose of a strike is to bring an impasse to an end as quickly as possible and on the most favorable terms possible to our Members.
- B.2. Strikes contribute to this purpose by inflicting immediate pressure on the Board of Governors such that they are pressured to return to the table and negotiate on terms favorable to our Members.
- B.3. Safety is a primary consideration for all Job Action activities.
- B.4. At the beginning of a strike, all ULFA Members will refrain, at a minimum, from all teaching and service work on all campuses and in the wider community. Service activities towards ULFA duties are exempt. They may also refrain from research activity, but this will not be required at the beginning of a strike.
- B.5. As the strike progresses, additional activities may be constrained.
- B.6. ULFA will engage in job action on all University campuses and worksites.
- B.7. ULFA will be inclusive in its distribution of Job Action Pay and duties and all Members will be eligible as long as they observe the job action and participate in assigned duties. ULFA will ensure the core benefits contributions as defined in the ASCA will continue throughout the job action.
- B.8. ULFA will not prevent non-members such as graduate students, post-doctoral workers, or applied/independent studies students from continuing their work, independent of the supervising Member's supervision, so long as the scope of the non-Member's work does not expand to absorb the duties of the ULFA Member. Members are to cease supervision that would involve instruction, training or oversight.
- B.9. When asked by other unions, student, and employee groups how they can support our job action, ULFA will respond to this request by inviting groups to participate in, and help promote, public facing events such as pickets and rallies. These events will be well advertised through the ULFA Membership, and via relevant media channels.

C. During Job Action:

- C.1. All eligible Members will continue to receive benefits under Schedule B.04 of the 2020-2024 ASCA.
- C.2. All Members are eligible to receive the amount provided from the CAUT Defence Fund (currently \$96/day) and up to \$150 per calendar day, seven days per week

- (between \$672 and \$1050/week). Schedule B.04 benefits, including any optional provisions therein, from the 2020-2024 ASCA will be maintained by the Association at the same rate they were on the day prior to the start of the job action. Job Action Pay is non-taxable and will only be distributed to those who perform job action duties for twelve (12) hours per week (such as picket duty or other equivalent work as assigned), normally scheduled as three (3), four-hour shifts; or obtain an approved exemption from such duties. Job Action Pay will be prorated based on completed shifts, for Members who complete fewer than 3 shifts per week, without approved exemptions. Payment of benefit amounts will not be pro-rated based on strike duties performed. Members are encouraged to perform job action duties for more than the minimum twelve (12) hours required, but will not receive additional compensation.
- C.3. Job Action Pay will be distributed by direct deposit bi-weekly. There will be a one-week delay between the cut-off day for hours worked and the distribution of pay.
 - C.4. A Member must be available to work three (3) four-hour shifts each week as determined by the Job Action Committee. Accommodations of needs will be assessed on an individual basis. This could include alternative scheduling or alternative duties.
 - C.5. A shift will last for an amount of time determined by the Job Action Committee and may depend on the assigned duties. Shifts will normally last four(4) hours per day, though exceptional circumstances may arise that require longer shift lengths.
 - C.6. Members will be asked to volunteer for regularly scheduled picket shifts in a publicly available document. JAC may request that Members change their picket shifts to ensure continuity in picket lines. If Members have privacy or safety concerns, they may ask that their identity not be revealed in such a publicly available document.
 - C.7. If Members are unable to complete a regularly scheduled picket shift as initially indicated, they must inform their Picket Captain in a timely manner and inform them if you will work an alternate shift instead. If a Member must change their regularly scheduled shift rotation, then a valid reason must be provided with the schedule change request (see example request in Appendix A). The Job Action Committee will decide whether or not to grant the change in regularly scheduled shifts. If a Member is performing alternate duties and wishes to change the time when their duties are performed, they must consult with the supervisor of those duties about such changes.
 - C.8. At the start of their shift a Member is required to sign-in with their supervisor (such as the Picket Captain in the case of picketing duties), and sign-out at the end of their shift, in order for the performance of those duties to be counted for Job Action Pay.
 - C.9. The Job Action Committee will be responsible for keeping attendance and documenting hours of work for pay.
 - C.10. The Job Action Committee will provide picket passes to approved Members for valid reasons (see Appendix A).
 - C.11. In the event of a dispute with respect to payment or the issuing of picket passes, Members should first try to resolve the dispute with the Job Action Committee. In cases where the dispute cannot be resolved between the Member and JAC, the ULFA Executive will make the final decision about the dispute.
 - C.12. Email access is provided by the University; however, disruptions in email can occur during a labour dispute. Alternate email addresses (not associated with the University's email server) must be given to ULFA staff prior to and/or during job action.

D. Members Considered Exempt from Job Action by ULFA:

- D.1. Members who are listed as exempted by the Essential Services Agreement, only for duties for which those exceptions are listed.
- D.2. Members who are on previously arranged vacation, sick leave, long-term disability, political leave, maternity/parental leave, compassionate leave, or other leaves approved by the University. In cases where Members on any type of leave are locked out and become ineligible to draw a salary from the University, they will become entitled to Job Action Pay starting on the first day they cannot draw a salary from the University.
- D.3. Any Member serving in the capacity of an Inactive Member as identified in Article 4.02 of the ASCA.
- D.4. If the employer locks out Members in D.2 or D.3, then see E.5, below.
- D.5. Other cases may be agreed to between ULFA and the Board of Governors as they arise (see Appendix A for sample request).

E. Members Considered to be part of Job Action and Eligible for Job Action Pay Include:

- E.1. All active Members who participate in the job action by performing Job Action duties.
- E.2. Members who are on an authorized leave but who wish to be considered part of job action shall advise the University in writing of their intentions to participate in the job action. The Member will provide the Job Action Committee a copy of communication with the employer.
- E.3. Members who were approved for a leave (such as a study leave or other kind of leave) prior to the start of job action but whose leave was to start during job action will be eligible for Job Action Pay up until the day the leave starts, after which the Member would normally be considered as an exception under D.2.
- E.4. Members who are otherwise eligible for exemptions under D above, and who are removed from the University payroll will be eligible for Job Action Pay using the provisions of Article F and G, below.
- E.5. In the event that an Inactive Member (as defined in Article 4.02 of the 2020-2024 ASCA) is locked-out by the employer as a result of job action they will then be entitled to Job Action Pay as per this Policy. All other cases will be referred to the Job Action Committee for a decision as they arise (see Appendix A for sample request).

F. Job Action Pay Entitlement

- F.1. To receive Job Action Pay, Members will be expected to contribute to the maintenance of the job action. For most, this will mean some time on the picket line as in Article C above. To qualify for pay during job action, Members must cease teaching, supervision, advising, performance as a professional librarian, service, and administrative duties. Accommodations or exemptions are provided for in Article I below. Members must request accommodations or exemptions in a timely manner, and Members will not be

penalized for the time it takes ULFA to process such requests (e.g. Job Action Pay will not be unreasonably withheld due to processing times).

F.2. Members must not hold classes off-campus or ask teaching assistants to take over duties that would otherwise be duties of the academic staff, as both of these actions are considered Strikebreaking Actions. There may be some exceptions in certain limited circumstances for which passes to cross the picket line need to be provided (see D.1 above, and Appendix B below), and ULFA will accommodate all reasonable requests. Members shall participate in job action duty as assigned and each shift worked will be counted toward the calculation of pay. As in B.4 and B.5 above, there will initially be no restrictions from ULFA on research efforts of our Members.

F.3. A Member found to have engaged in Strikebreaking Actions may face sanctions up to, and including being no longer eligible to participate in the strike, being no longer eligible to receive strike pay for the duration of the strike, and censure from ULFA activities for up to one calendar year.

G. Job Action Pay for Weekend Days

Though Job Action Pay is provided on a calendar day basis and, therefore, includes weekend days, Members usually will not be assigned duties on the weekend. It is expected, however, that Members will keep up with communication during the weekend days as necessary.

H. Job Action Pay Accommodation

ULFA represents approximately 600 Members on two campuses. In scheduling job action duties each day, considerable effort will be made to respect shift preferences, including time of day and types of duty.

Unlike adjustments to individual picket assignments (as outlined in C.7), Members may also request particular and/or regular Accommodations. Relevant Accommodation categories include the following:

1. General exemptions from all job action duties
2. Assignment of alternate duties
3. Ongoing adjustments to previously scheduled regular job action duties

Accommodations will be made for all reasonable requests, including but not limited to the following: physical or mental disabilities, religious needs, pre-existing circumstances and appointments, medical and family circumstances, and emergencies.

Exemptions will be provided for those in E.2 above who were on non-voluntary leaves (ex. medical leave, maternity/parental leave). Those Members will receive Job Action Pay in lieu of University pay. Those on voluntary leave, whose pay has been suspended, will qualify for Job Action Pay, and normally be expected to perform job action duties, using the provisions of G above.

Members requesting accommodations, alternate duties, or exemptions can use Appendix A. Similar to student or workplace accommodations, please describe your needs. For

accommodations of physical or mental disability a disclosure of your diagnoses is not needed. Accommodation requests will be reviewed by an Accommodations Committee constituted by members of the ULFA Executive Committee and ULFA staff.

Approved by ULFA Executive: _____

PROCEDURES

I. Organizing a Strike

Strikes take a great deal of organization and require the complex coordination of picket lines, financial management, and headquarters, and media and membership communications. At every front there needs to be trained and supported volunteers who can organize themselves and others along the way.

It is recognized that Members will be facing financial and emotional challenges that need to be supported throughout a strike.

ULFA will need to take into consideration the necessity for a great deal of work to be done during high emotional stakes. Some of this work will require the specialized skills of those who can organize, recruit, and train volunteers. Committees will need to be organized who can deal with the coordination of the strike on the picket line or manage all aspects of finding and relocating to a designated headquarters.

II. Job Action Committee

The Job Action Committee (JAC) is responsible for the direction and way the strike will be run on both University of Lethbridge campuses, including duties such as:

- Coordinating all strike related activities;
- Establishing a job action headquarters and contact information;
- Obtaining necessary permission for the location of pickets, portable toilets, and parking;
- Working out a strategy for dealing with strikebreakers;
- Dealing with emergencies on the picket line;
- Working on a communications plan for Members, other campus groups, and the press;
- Coordinating events to keep the job action in the news and to put pressure on the Board to improve the offer;
- Coordinating social events on and off of picket lines to maintain Member morale;
- Coordination of alternative duties.

Budget

The Job Action Committee's Job Action Budget will be up to \$50,000, and will be drawn from the ULFA Lockout/Strike Preparedness reserve. JAC's annual Bargaining Awareness budget will be annually approved by ULFA Executive and is expected to be \$5,000. Costs incurred by JAC leading up to and/or during a job action are limited to material expenses related to informing various communities about bargaining progress as well as job action preparation/execution.

These expenses do not include the cost of member pay during job action. In keeping with ULFA's financial policy, JAC will have discretionary oversight on category expenditures within its job action budget provided that an expenditure is below \$5,000 (i.e., 10%) of its allotted total budget. Expenses over 10% of its allotted budget must be approved by ULFA's Executive Committee.

Forming a Job Action Committee:

1. The Executive has the authority to select and appoint and, if necessary, to remove or replace any member on the Job Action Committee under the provisions of the ULFA Bylaws.
2. The Executive is ultimately responsible for instructing and coordinating the work of the Negotiating Team and the Job Action Committee.
3. The Executive, in consultation with the Bargaining Resource Committee, Negotiating Team and the Chair of the Job Action Committee, shall have the authority to determine whether or not job action should be recommended to the Membership via a strike vote (see Appendix C).
4. The Job Action Committee is responsible to the Executive under the direction of its Chair.
5. The Job Action Committee has the responsibility to provide leadership, planning, coordination, and execution of all job action activities
6. The Job Action Committee, through its Chair, shall consult regularly with, report to, and take instruction from the Executive as to job actions and strategies in support of the collective bargaining process.
7. The Job Action Committee Chair shall have the authority and responsibility to delegate roles and responsibilities for the Committee members.

III. Other Duties As Needed

Payroll and Expense Management

Volunteers will be needed who will be responsible for all financial matters associated with the strike, including:

- Assisting with bookkeeping for all job action related income and expenses; As needed, identifying and assisting an external payroll company tasked with managing payroll and preparing for an external audit
- Managing payroll by keeping track of and reporting Members' hours for Job Action Pay;
- Dealing with disputes over pay;
- Assisting with budgeting and overseeing local union funds used for job action related activities;
- Assisting with collecting donations and drafting job action related appeals;
- Compiling payroll records to assist with an external audit at the conclusion of job action.
- Counseling Members in financial difficulty, and helping them deal with financial institutions. (Appendix D and E)

Picket Line Management

Volunteers will be needed who will be responsible for the organization and support of the picket lines, including:

- Preparing duty rosters (who pickets where and when);

- Training and coordinating picket captains;
- Ensuring picket information gets to picket captains;
- Liaising with law enforcement officers;
- Logging filed incidents
- Signing in and out guests picket lines;
- Ensuring the availability of all materials necessary on the picket lines, such as memos, picket captain report forms, signs, etc.;
- Organizing transportation, such as for picketers to access routes and for information to be shared between headquarters and picketers;
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- Organizing and deploying flying squads of picketers;
- Identifying location of portable toilets;
- Coordinating food and beverages during picket shifts.

Materials Management

Volunteers will be needed to oversee the acquisition, organization, and transportation of physical resources and supplies needed over the course of a job action. Essential duties include:

- establish budget line items with Finance for each area
- locate, set up, and maintain Job Action Headquarters
- identify potential vendors for essential supplies
- create picket “bins” with essential supplies for picket lines
- create essential signage (HQ & picket lines)
- provide necessary transportation
- establish picket boundaries
- drop off and pick up picket materials
- clean & supply port-a-potties
- provide food and beverages at the picket lines
- liaison with Social Committee for event supplies

Communications Management

Volunteers will be needed to organize job action communication materials for web, social media, print and other mediums as well as dissemination of all communications during the job action, with daily photo sets, reports, and updates. Essential duties include

- Educate and inform the membership about essential job action information, procedures, as well as the development of ongoing negotiations.
- Occasional website support.
- Preparing social media strategy (e.g., ideas for content, scheduling, etc.)
- Sharing logistical information (about voting, town halls, press releases, etc.)
- Message development (e.g. editing and writing on its own or in collaboration with other committees and/or members of the executive).
- Developing guidelines for communications platforms.
- Assisting with editing and/or developing communications with other ULFA committees and officers.

Social Management

Volunteers will be needed to organize social events for Members aimed at increasing and maintaining Member morale and solidarity, both before and during a job action. Essential duties include but are not limited to:

- Organizing social events;
- Organizing picket line activities;
- Organizing weekly rallies
- Supplying picket lines with food and beverages (with the necessary ordering and transportation assistance of the Materials Management Committee)
- Additional activities as needed (e.g., member suggestion phone tree)
- Membership Assistance Management (see below)

Membership Assistance Management

The Social Management Subcommittee will identify and supervise skilled specialists who will help Members facing emotional/mental hardship, including:

- Work with sub-committee chairs to identify members facing hardship during the job action;
- Act as a referral agent for social agencies and professional assistance;
- Proactively monitor Member mental health and suggest steps to improve Member mental health.

IV. Consequences for Strike Breaking Activities

While all Members are required to withhold their labour and participation in the University during job action, there may be Members who choose to strike break such as crossing the picket line without a picket pass (physical or virtual), with regards to teaching and service, for one reason or another. If someone is crossing the picket line, inform them of the job action and politely request that they respect the picket line. Conversation should be courteous. Do not physically interfere with the person if they insist on crossing the picket line, instead secure their name, Faculty or Department. Relay this information to the Job Action Committee.

Consequences for crossing the picket line may include cessation of Job Action Pay, or a ban from picket line activities as in F.3 of the Job Action Policy above, for the duration of job action.

Consequences for strike breaking, such as crossing the picket line, may also involve a one-year suspension from participation on ULFA Committees and voting on ULFA business, commencing immediately after Job Action concludes.

Consequences for non-performance of job action duties, as assigned, and failure to receive approval for an Appendix A request, may include loss of Job Action Pay for the associated duties for the time in which they were assigned, as in G. *Job Action Pay Entitlement* of the Job Action Policy above.

The ULFA Executive will be the final authority on decisions regarding consequences for strike breaking activities.

Appendix A
Sample Request to Job Action Committee

Date: _____

Request to the Job Action Committee

Choose one of the following:

- I request a permanent change in my regularly scheduled picketing shifts.
- I request ongoing accommodation from duties on the picket line. (Indicate all alternate duties you are able to perform.)
- I request permission for a picket pass (see Appendix B) to cross the picket line for an exceptional circumstance.

Describe the request with brief rationale using the space below. If requesting accommodations on protected grounds (e.g. medical or religious), or in the event of an unforeseen emergency, please identify the needs for which accommodations are required. Further details may be requested as needed, such as a medical certificate, with an emphasis on respecting Member privacy and dignity.

Member Name

Member Signature

Please submit this completed form to admin@ulfa.ca, with reasonable notice, to be forwarded to the appropriate ULFA Committee.

Appendix A (Continued)

For Internal Use Only

Job Action Committee Decision: Approved Not Approved

Conditions and/or Rationale:

Job Action Committee Rep Name

Signature

Date: _____

Appendix B
Sample Picket Pass

ULFA PICKET PASS

_____ is authorized to cross the picket line.

This pass is valid from: _____ am/pm

Until: _____ am/pm

For the following dates:

Authorized by: _____

Signature: _____

Title: _____

Date: _____

Appendix C
Sample Strike Ballot

Electronic ballot:

DO YOU I AUTHORIZE THE ULFA EXECUTIVE TO INITIATE STRIKE ACTION?

Yes

No

Appendix D

Sample letter from ULFA to banks or finance companies

TO WHOM IT MAY CONCERN

The University of Lethbridge Faculty Association is currently out of the workplace on job action.

Members of this union have made us aware of debts owed to your organization.

We request your patience in these matters should you be contacted by union members about their debt payments.

If you have any questions, don't hesitate to contact the ULFA President
_____ at _____.

Thank you for your attention to this matter.

Sincerely,

Sample letter from members to banks or finance companies

Dear Sir/Madam,

I am a member of the University of Lethbridge Faculty Association, a union that is currently out on job action.

This letter is a request for your patience in receiving payments of my debt owed to your organization (***fill in the necessary information concerning your debt***) until our job action has been resolved.

If you have any questions, don't hesitate to contact me at
_____.

Sincerely,

Sample letter from members to banks or finance companies for proof of strike pay

TO WHOM IT MAY CONCERN

The University of Lethbridge Faculty Association is currently out of the workplace on job action.

This letter confirms that strike pay is a maximum of \$xxxx net per week. There are no deductions on this pay.

_____ (name of member) has received the maximum pay since the beginning of the strike.

For the period of month/date to month/date \$xxxx was paid on month/date.

Upcoming pay period: Month/date to month/date expected pay is \$xxxx. To be paid on month/date.

If you have any questions, please don't hesitate to contact

_____ at _____.

Thank you.

Sincerely,

Appendix E JAC Strike Hardship Support in Job Action

What is hardship support?

Hardship support is designed to assist ULFA Members who are participating in job action duties and is intended to supplement strike pay for Members dealing with significant financial hardship resulting from reduced income during a strike or lockout. Hardship support is only available while job action is ongoing. Hardship support does not have to be repaid by the recipient.

Amount

Members may be eligible for up to 2 payments of up to \$200 each. A new application is required for each payment. *Members experiencing financial hardship beyond the \$200 limit please contact jacpay@ulfa.ca to discuss a no-interest loan.*

Eligibility

- *Timing:* hardship support is not available until the 21st day of job action.
- *Job action participation:* The Member must be participating in job action duties for a minimum of 3 shifts per week unless they have approved, exceptional circumstances.
- *Proof of hardship:* The Member must provide proof of imminent financial hardship. For example, an eviction notice or utilities cut-off notice.
- *Reduced net pay:* The applying Member's maximum monthly strike pay must be lower than their pre-strike monthly net pay by the amount of hardship funding they are applying for. For instance, if requesting the maximum \$200, the Member's strike pay must be at least \$200/month lower than their pre-strike net pay or there is no discernible hardship. Note that a Member's maximum strike pay takes into account any approved, exceptional circumstances which limit the Member's ability to earn strike pay.
- *21 day waiting period:* the Member must not have received hardship support in the 21 days preceding their current application.

Application, Adjudication and Payment

- Members must complete and submit the "JAC Hardship Support Application" form below and submit to jacpay@ulfa.ca
- All applications require supporting documentation including (but not limited to): proof of hardship and proof of pre-job action net income.
- Applications will be adjudicated by an ad hoc "Hardship Committee", composed of the JAC Finance Committee, one ULFA staff member, and one member of the ULFA Executive.

- Applications will be adjudicated within 2 business days of receipt of the application and required supporting documentation.
- Upon successful application, hardship support will be paid out to the Member by cheque or e-transfer within one week of the adjudication decision, but no earlier than 21 days since the Member's first hardship support payment, where applicable.
- All complete applications received prior to the end of job action will be adjudicated.

Appendix E (Continued)
JAC Strike Hardship Support Application

Members may be eligible for up to 2 payments of up to \$200 each, with a minimum period of 21 calendar days between applications. A new application is required for each payment. *Members experiencing financial hardship beyond the \$200 limit please contact jacpay@ulfa.ca to discuss a no-interest loan. Note: large household and personal purchases will not normally be considered eligible uses for hardship support or no-interest loans.*

Date:

First and last name:

Acknowledgment:

I understand that this fund is not intended to be a substitute for salary, but rather a tool to help support a limited number of Members experiencing undue financial hardship as a result of reduced pay during job action. _____ (Initial)

Reason for request and intended use of funds:

Attestations

I am actively engaged in job action duties for at least 3 shifts per week, or I have an approved reduced workload _____ (Initial)

I have attached proof of hardship _____ (Initial)

I have attached proof of net income for the last full month of university pay preceding job action _____ (Initial)

This is my first application for hardship support or I have waited at least 21 days since my first hardship support payment _____ (Initial)

Signature

Date

When complete, submit this application to jacpay@ulfa.ca along with supporting documentation.